

## CBC/Radio-Canada's Supplier Invoicing Standard

Listed below are the invoice requirements for billing CBC/Radio-Canada.  
Please ensure the following information is clearly presented on invoices as described below:

**IMPORTANT:** Failure to comply with these requirements may result in payment delays or returned invoices.

### I. SUPPLIER INFORMATION

1. Company name, email address, complete business address and correct remit to mailing address.
2. Invoice number and date.
3. Invoices with Canadian tax charges must include tax registration number(s).

### II. CBC/RADIO-CANADA INFORMATION

4. "Bill to" name and address with a CBC/RADIO-CANADA contact name.
5. "Ship to" address where the goods were delivered or where the service was performed.
6. CBC/Radio-Canada's Purchase Order (PO) number (10 digits). For a non PO purchase, the name of the person who requested the goods or service must be provided.

### III. ITEMIZATION OF CHARGES

7. Detailed description of good purchased or services performed.
8. Tax charges must be itemized according to type of tax (e.g. GST, PST, QST, HST).
9. Amount due with currency.
10. Invoice notes (e.g. reference to a contract agreement, special instructions).

	<b>SAMPLE INVOICE</b>						
<b>I. SUPPLIER INFORMATION</b>	<b>SUPPLIER NAME</b> ①			<b>Invoice no.:</b> ABC12345		<b>Invoice date:</b> 01/01/2011	
	No Street/PO Box			②		③ <b>GST #</b> 123456789RT	
	City, Province/State Postal Code/Zipcode Email & Fax Number					③ <b>PST #</b> 90123-45	
<b>II. CBC INFORMATION</b>	<b>BILL TO:</b> ④			<b>SHIP TO:</b> ⑤			
	CN C/O John Smith No Street/PO Box City, Province/State, Postal Code/Zipcode			CN Street address City, Province/State, Postal Code/Zipcode			
	<b>PO Number:</b> 7412345678 ⑥			<b>Requested by:</b> Bob White			
<b>III. ITEMIZATION OF CHARGES</b>	⑦						
	Line Item	Material Number	Description	Quantity	Unit of Measure	Unit Price	Amount
	001	07-00-046	Ballast MTL-2	8	CAR	\$ 500.00	\$ 4,000.00
	002	08-31-328	RAIL 132 NS NEW UNDRIL	20,000	1000 FT	\$ 11,000.00	\$ 220,000.00
	010	01/02/2011	Painting job: Employee ID12345 Bldg#2 Wall + ceiling in repair shop area	7.5	Hour	\$ 50.00	\$ 375.00
						⑧ GST	\$ 11,218.75
						PST	\$ 16,491.56
<b>Note:</b> reference to contract xyz123, see attached detail credit note relating to Invoice no.: DEF12345 ⑩				⑨ <b>TOTAL AMOUNT (CAD)</b>		<b>\$252,085.31</b>	

# CBC/Radio-Canada's Supplier Invoicing Standard

<b>Your Company, Inc.</b>		<b>INVOICE</b>	
Address City, Province, Postal Code		(555) 555-555	
<b>SOLD TO:</b> CBC/Radio-Canada PO Box 3921 Account Payable Shared Services Ottawa, Ontario, K1Y 4M5 % CBC Contact name		Invoice Date	
<b>SHIPPED TO:</b> Same		Must be unique to supplier	
Addressed to CBC/Radio-Canada		<b>INVOICE NUMBER</b> 536524	
CBC/Radio-Canada Contact Name		<b>INVOICE DATE</b> January 18, 2015	
		<b>OUR PO NO.</b> 3111111111	
		CBC PO clearly visible(if applicable)	

  

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
120	Product	10.00	\$1,200.00
GST/HST Registration number: r111111111		<b>SUBTOTAL</b>	<b>1,200.00</b>
		Tax 1	0.00
		Tax 2	0.00
			<b>\$1,200.00</b>

  

<b>DIRECT ALL INQUIRIES TO:</b> Name (555) 555-555 email: someone@somename.com	<b>MAKE ALL CHECKS PAYABLE TO:</b> Your Company, Inc. Attn: Accounts Receivable Address City, Province, Postal Code
---	---

PAY THIS AMOUNT
--------------------